

## ASSIGNMENT 1

Textbook Assignment: BUPERS Instruction 1610.10, Basic instruction page I through VII, and enclosures (1) and (2).

*Learning Objective: Recognize information contained in the Navy Performance Evaluation and Counseling System overview for commanding officers, delegated reporting seniors, and raters.*

1-1. To which of the following publications should you refer for information on preparing an evaluation for a Petty Officer First Class?

1. NSGINST 1610.10
2. BUPERSINST 1610.10
3. SECNAVINST 1610.10
4. OPNAVINST 1610.10

1-2. Which of the following forms should you use to prepare an evaluation report for a CTASN?

1. NAVPERS 1611/1
2. NAVPERS 1610/1
3. NAVPERS 1610/2
4. NAVPERS 1616/26

1-3. On which of the following dates did the Navy Performance Evaluation and Counseling System become mandatory?

1. 1 July 1995
2. 31 December 1995
3. 1 January 1996
4. 31 March 1996

1-4. Which of the following annexes of the Navy Performance Evaluation and Counseling System manual discusses counseling?

1. Annex A
2. Annex B
3. Annex C
4. Annex D

1-5. Which of the following forms should you use to prepare an evaluation report for a frocked chief petty officer?

1. NAVPERS 1611/1
2. NAVPERS 1610/1
3. NAVPERS 1610/2
4. NAVPERS 1616/26

1-6. A report on a CTA1 should be signed by a rater of what minimum paygrade?

1. E-7
2. E-8
3. O-3
4. O-4

1-7. Periodic reports are required twice each year for Sailors in which of the following specific paygrades?

1. E-3
2. E-4
3. O-2
4. Each of the above

1-8. Periodic reports on all enlisted members are due on what day of the month?

1. 1st
2. 15th
3. 20th
4. 30th

1-9. Fitness reports should be prepared upon detachment of the reporting senior for personnel in which of the following specific pay grades?

1. E-7
2. E-8
3. E-9
4. Each of the above

1-10. With the exception of not observed reports, all fitness reports and evaluations should be submitted under a summary letter that lists all members in the summary group.

1. True
2. False

1-11. In which, if any, of the following ways should a report on personnel E-5 and above be submitted to BUPERS?

1. OCR copy
2. Computer diskette
3. Electronic MODEM transfer
4. None of the above

1-12. Periodic reports may be delayed in order to be combined with a detachment report if the delayed period does NOT exceed a maximum of three months.

1. True
2. False

1-13. Officer fitness reports may be extended by letter for what maximum number of months?

1. 1
2. 2
3. 3
4. 4

1-14. To which of the following personnel should you submit recommendations for changes on fitness report policies, procedures, and requirements?

1. Chief of Naval Operations
2. Chief of Naval Personnel
3. Secretary of the Navy
4. Secretary of Defense

1-15. Which of the following forms should you maintain onboard to assist in the preparation of the Navy Performance Evaluation and Counseling System?

1. NAVPERS 1070/879
2. NAVPERS 1610/1
3. NAVPERS 1616/26
4. Each of the above

1-16. The report control symbol "BUPERS 1610-1" assigned to evaluation reports is approved until which, if any, of the following dates?

1. 1 January 1998
2. 2 August 1998
3. 31 December 1998
4. None of the above

1-17. A fitness report should be prepared for Sailors in which of the following pay grades?

1. E-6 through O-6 only
2. O-1 through O-6 only
3. E-7 through O-6 only
4. E-9 through O-6 only

- 1-18. Which of the following recommendations is a part of the "five step promotion recommendation scale"?
1. Significant problems
  2. Progressing
  3. Must promote
  4. Each of the above
- 1-19. In the promotion recommendation block of the FITREP, which of the following marks is translated into the recommendation of early promote?
1. 3.4
  2. 3.6
  3. 3.8
  4. 4.0
- 1-20. A LCDR, who is the commanding officer of NSGA Hanza, should submit a FITREP on a captain who has reported to NSGA Hanza for duty.
1. True
  2. False
- 1-21. Which of the following signatures should be obtained on evaluation reports on E-6 and below personnel?
1. Rater
  2. Senior rater
  3. Reporting senior
  4. Each of the above
- 1-22. If a Navy chief petty officer is not available as a rater, a military or civilian supervisor who is at a minimum of which of the following ranks may serve as a rater?
1. E-6 equivalent
  2. E-7 equivalent
  3. E-9 equivalent
  4. O-4 equivalent
- 1-23. The senior rater may be omitted where the reporting senior is the rater's immediate supervisor.
1. True
  2. False
- 1-24. Commanding officers should establish local procedures for counseling and may include which of the following matters?
1. Counseling schedules and procedures
  2. Delegation plan
  3. Guidance for delegated reporting seniors and raters
  4. Each of the above
- 1-25. Which, if any, of the following types of reports should you prepare to provide a record of significant performance in an additional duty or temporary additional duty status?
1. Regular
  2. Concurrent
  3. Operational commander
  4. None of the above
- 1-26. For the majority of Sailors, most of the trait grades should be in which of the following specific ranges?
1. 2.0 - 3.0
  2. 3.0 - 4.0
  3. 2.0 - 4.0
  4. 3.0 - 5.0
- 1-27. A 5.0 grade in military bearing/character requires a physical readiness test score of which of the following entries?
1. Excellent
  2. Outstanding
  3. Exempt
  4. Each of the above

1-28. Which, if any, of the following highlighting may be used on an evaluation report?

1. Underlining
2. *Italics*
3. \*\* Centering \*\*
4. None of the above

1-29. You are filing completed evaluations in the command file. You notice a handwritten comment from the commanding officer on an evaluation that says "promote immediately." Are handwritten comments allowed on evaluation reports? If so, for what pay grades?

1. Yes, on E-8 and below
2. Yes, on E-6 and below
3. Yes, on E-4 and below
4. No

1-30. A senior chief petty officer in your command has so many achievements that all of the comments will not fit on the FITREP. Which, if any, of the following actions should you take?

1. Prepare a continuation sheet, ensuring it is properly identified
2. The information should be listed as an enclosure to the FITREP
3. Ask the senior chief to prioritize the information and continue the information on the reverse side of the FITREP form
4. None of the above

1-31. May entries on an evaluation be classified? If so, what is the maximum classification level allowed?

1. Yes; Confidential
2. Yes; Confidential - HVCCO
3. Yes; Secret
4. No

1-32. In which, if any, of the following ways should an evaluation reflect the fact that a senior chief is rated number 1 of 12 in the command?

1. Number 1 of 12
2. Best in the command, as demonstrated by...
3. Number 1 of 12 senior chiefs in the command
4. None of the above

1-33. Summary groups generally consist of all members in the same pay grade (regardless of rating) and same promotion status, who receive the same type of report from the same reporting senior on the same ending date.

1. True
2. False

1-34. Which of the following types of information is included in the summary letter sent to BUPERS?

1. Names and SSNs
2. Trait averages
3. Distribution of promotion recommendations for that group
4. Each of the above

1-35. A CTR3 in your command has been written up and is scheduled to go to Captain's mast. Which, if any, of the following comments may be used on his evaluation report if the proceedings have not been concluded or have exonerated the member?

1. Nonpunitive censure
2. Investigatory proceedings
3. Judicial proceedings
4. None of the above

1-36. The reporting senior may submit administrative changes or evaluative supplements to evaluations within what maximum number of years from the ending date of a report?

1. 1
2. 2
3. 3
4. 4

1-37. Sailors have the right to submit statements to the record concerning their reports, either at the time of the report or within what maximum number of years?

1. 1
2. 2
3. 3
4. 4

1-38. An E-5 Sailor decides to submit a statement six months after signing an evaluation report. The reporting senior disagrees with the comments in the statement and has the right to reject the statement.

1. True
2. False

1-39. For how many years should the reporting senior retain copies of officer FITREPs?

1. 1
2. 2
3. 5
4. 4

1-40. For how many years should the command retain copies of enlisted FITREPs and EVALs?

1. 1
2. 2
3. 5
4. 4

1-41. Counseling worksheets should be held in a Privacy Act records system until the member detaches, then destroyed.

1. True
2. False

1-42. During which of the following months are FITREPs due for senior chief petty officers?

1. April
2. June
3. September
4. October

1-43. During which of the following months are EVALs due for second class petty officers?

1. January
2. March
3. July
4. November

1-44. A periodic report may be omitted if the member has received an observed regular report within the past how many months?

1. 1
2. 2
3. 3
4. 4

*Learning Objective: Become familiar with the table of contents of the Navy Performance Evaluation and Counseling System, BUPERSINST 1610.10.*

A. Annex A	F. Annex F
B. Annex B	G. Annex G
C. Annex C	H. Annex H
D. Annex D	I. Annex I
E. Annex E	J. Annex J

**FIGURE 1A**

IN ANSWERING QUESTIONS 1-45 THROUGH 1-50, SELECT FROM FIGURE 1A THE ANNEX OF BUPERSINST 1610.10 TO WHICH YOU SHOULD REFER FOR INFORMATION ON THE SUBJECT DESCRIBED IN THE STATEMENT USED AS THE QUESTION.

1-45. Guidance for preparing not observed (NOB) reports.

1. C
2. D
3. F
4. G

1-46. Guidance on the authority of enlisted commanding officers and officers in charge.

1. A
2. B
3. H
4. I

1-47. Guidance for preparing a letter-extension of a periodic report.

1. B
2. C
3. D
4. H

1-48. The instructions for completing specific blocks of an enlisted evaluation.

1. A
2. B
3. E
4. J

1-49. Guidance for preparing reports on drilling reservists (IDT reports).

1. F
2. G
3. I
4. J

1-50. The counseling schedule and objectives of the evaluation system.

1. C
2. D
3. E
4. G

A. Annex L	E. Annex P
B. Annex M	F. Annex Q
C. Annex N	G. Annex R
D. Annex O	H. Annex S

**FIGURE 1B**

IN ANSWERING QUESTIONS 1-51 THROUGH 1-57, SELECT FROM FIGURE 1B THE BUPERSINST 1610.10 ANNEX TO WHICH YOU SHOULD REFER FOR INFORMATION ON THE SUBJECT DESCRIBED IN THE STATEMENT USED AS THE QUESTION.

1-51. Information on a statement to the record, statement concerning an adverse report, and appeals.

1. E
2. F
3. G
4. H

1-52. Guidance for submitting message summary reports.

1. E
2. F
3. G
4. H

1-53. Information on a member's responsibilities for a report.

1. A
2. E
3. F
4. H

1-54. Guidance for submitting administrative changes for an E-5 and above report.

1. D
2. E
3. F
4. H

1-55. Guidance on handwritten comments.

1. A
2. B
3. C
4. D

1-56. Guidance for rater and senior rater signatures.

1. B
2. C
3. D
4. E

1-57. Guidance on the uses of the performance information memorandum (PIM).

1. A
2. B
3. C
4. D

*Learning Objective: Recognize the basics for completing, processing, and mailing fitness and evaluation reports.*

1-58. Which of the following U.S. Navy Regulations articles requires that records be maintained on naval personnel "which reflect their fitness for the service and performance of duties"?

1. 1120
2. 1128
3. 1129
4. 1130

1-59. Which of the following parts of the BUPERSINST 1610.10, commonly referred to as the EVAL Manual, is the basic user's guide?

1. Basic instruction
2. Annex A
3. Enclosure (1)
4. Overview

1-60. Fitness reports on flag officers should be submitted on which of the following forms?

1. NAVPERS 1611/1
2. NAVPERS 1611/2
3. NAVPERS 1616/16
4. NAVPERS 1610/2

1-61. Which of the following entries on an evaluation report constitutes an adverse report?

1. A trait grade of 1.0
2. A promotion recommendation mark of "significant problems"
3. An unsatisfactory physical readiness entry
4. Each of the above

1-62. Performance as court-martial member or summary court-martial officer may be evaluated, either in grades or comments.

1. True
2. False

1-63. Which of the following personnel may change, endorse, or comment on the contents of an evaluation report?

1. Reporting senior
2. Commanding officer
3. An admiral in the chain of command
4. Each of the above

1-64. Notes and report drafts may be kept for personal use as memory aids as long as they are safeguarded.

1. True
2. False

1-65. Which, if any, of the following actions should the detaching reporting senior take with the completed fitness reports?

1. Provide copies to the new reporting senior
2. Retain, but do not give or show to their successors or any unauthorized person
3. Leave copies to be maintained by the administrative department
4. None of the above

1-66. A completed evaluation report on a CTM1 stationed at NSGA Northwest should be retained and filed in which of the following locations?

1. At the command
2. PSA/PSD in the field service record
3. Both 1 and 2 above
4. Command Master Chief's office

1-67. From which of the following sources may you obtain copies of software to prepare fitness and enlisted evaluation reports?

1. Navy Supply System
2. Download from BUPERS access
3. Order from BUPERS, Pers 32C
4. Both 2 and 3 above

1-68. Reports and summary letters may still be prepared on printed forms using a typewriter or word processor.

1. True
2. False

1-69. Which of the following standard type face pitch is authorized when typing the narrative, administrative, and trait blocks?

1. OCR 10 pitch
2. 10-12 pitch or proportional type for narrative blocks
3. 10 pitch for administrative and trait blocks
4. Both 2 and 3 above

1-70. When typing the narrative blocks, underlining, boldface, italics, all-capitals, centering, etc. is encouraged to add importance to the bullets.

1. True
2. False

1-71. Which of the following is the proper method of entering a member's name in block 1?

1. DOE, JOHN R
2. DOE, J. R.
3. DOE, John R.
4. DOE, JOHN R. 3RD



1-72. Which of the following documents should you use to find the listed unit identification code (UIC) to enter in block 6?

1. MILPERSMAN
2. OPNAVINST 1000.16
3. NAVCOMPT Manual, Vol II
4. NAVCOMPT Manual, Vol I

1-73. The UIC that is used in block 6 for reserve units is the (RUIC).

1. True
2. False

1-74. In preparing a FITREP on CAPT Doe, the CO of NSGA Pensacola, FL, you should use which of the following activity names when filling in block 7?

1. NAVTECHTRACEN  
PENSACOLA FL
2. NAVSECGRUACT  
PENSACOLA FL
3. COMNAVSECGRU FT G G  
MEADE MD
4. DIRNAVSECGRULANT  
NORFOLK VA

1-75. Which of the following promotion status entries is authorized in block 8?

1. Regular
2. Spot
3. Both 1 and 2 above
4. Date of rate